

***ANDOVER CITY COUNCIL WORKSHOP MEETING – FEBRUARY 25, 2014
MINUTES***

The Workshop Meeting of the Andover City Council was called to order by Acting Mayor Sheri Bukkila, February 25, 2014, 6:00 p.m., at the Andover City Hall, 1685 Crosstown Boulevard NW, Andover, Minnesota.

Councilmembers present: Mayor Mike Gamache (arrived at 6:12 p.m., Mike Knight, Julie Trude and Tony Howard
Councilmember absent: None
Also present: City Administrator, Jim Dickinson
Public Works Director/City Engineer, David Berkowitz
Community Development Director, Dave Carlberg
Others

DISCUSS/REVIEW CITY CODE AMENDMENTS – 12-2-2 DEFINITIONS; 12-12 PERMITTED, CONDITIONAL INTERIM & PROHIBITED USES; 12-14 ADMINISTRATION & ENFORCEMENT

Mr. Carlberg explained the City Council is requested to continue the discussion of City Code 12-12-Permitted, Conditional and Prohibited Uses. Staff has segregated the uses in the residential and commercial/industrial categories as desired by the Council at the January 28, 2014 meeting.

Mr. Carlberg reviewed the proposed changes with the Council.

Councilmember Trude stated in the table, retail trade and service section, there are actually definitions for those that are used by the Census Bureau for economic measures.

Mr. Carlberg indicated that is correct, the definition was changed. He also noted “group homes” should not be in a retail trade and that will be cleaned up.

Mr. Carlberg stated most cities only list the services by zoning district. He thought what they had would work well. He reviewed the table and definitions further with the Council.

Mayor Gamache arrived at 6:12 p.m.

Councilmember Knight asked if wind energy came out of the utilities section. Mr. Carlberg stated they are listed under a different area with their own specific rules and regulations.

Mr. Carlberg suggested the changes go to the Planning and Zoning Commission in March, and then come back to the Council for further review before it is finalized. The Council agreed.

Councilmember Bukkila asked when this comes back for review again could the Council receive a clean copy without all the marked changes. Mr. Carlberg indicated he could do that. He thought they should also repeal Section 12 in its entirety and replace it with the new corrected information. He stated they will need to hold another hearing in April after the Planning and Zoning Commission and Council reviews it again.

Mr. Carlberg reviewed interim use permit information with the Council and thought they may be opening themselves up to some issues if all uses required an Interim Use Permit and City Attorney, Scott Baumgartner agreed. He reviewed with the Council how other cities are handling their use situations. He noted the City of Anoka is the only City that uses Interim Use Permits extensively, but their issues are unique.

Mr. Carlberg stated if the Council has a use that they would like to allow on a temporary basis, they should amend the code to make that use by an IUP rather than by a CUP.

Councilmember Trude stated they are really strict on autos because of the past junk yards but some types of businesses may fit a part of the city now but may not in ten years. Mr. Carlberg suggested the Council address them as they come up.

DISCUSS NO PARKING IN WOODLAND ESTATES DEVELOPMENT

Mr. Berkowitz explained the Council is requested to discuss no parking in the Woodland Estates Development.

Mr. Berkowitz reviewed the staff report and a map with the Council.

Councilmember Bukkila thought the trail on Nightingale Street is a more direct bike path to use rather than through the Woodland Estates Development neighborhood.

Mr. Berkowitz suggested sending out an information letter and have a meeting with the residents to discuss this. The Council thought that was appropriate.

Mayor Gamache thought they might want to change the signs to distinguish no parking during school hours because then residents can park on the road at all other times. He thought it was obsolete to have an on-street trail running through a neighborhood. He wondered if they had anything like this anywhere else in the City. Mr. Berkowitz stated they did not.

Councilmember Knight asked if there is enough bike traffic to warrant a trail on the road. Mr. Berkowitz stated there is not.

Mr. Berkowitz stated part of this road was funded by the Trail Fund for the on-street trail, so if

they do take this out they would have to reimburse the Trail Fund \$13,235.00. Councilmember Trude stated she is fine with that.

Mr. Berkowitz stated they will prepare for a neighborhood informational meeting. Councilmember Trude wondered if they should just send a letter indicating what the City is going to do and if there are concerns, they could have an informational meeting. The rest of the Council concurred.

DISCUSS/REVIEW LOWER RUM RIVER WATERSHED MANAGEMENT ORGANIZATION JOINT POWERS AGREEMENT

Mr. Dickinson explained the City is requested to discuss/review the Lower Rum River Watershed Management Organization draft Joint Powers Agreement (JPA). He reviewed the staff report.

Mr. Dickinson asked if the Council still wanted to have a joint powers group rather than a watershed district. Councilmember Trude thought it was cheaper to have a joint powers group. Mr. Dickinson agreed.

Councilmember Trude would like to have the Watershed Management Organization capitalized in the agreement which would make it easier to read and abbreviate (WMO).

Mr. Dickinson stated when this was originally done, it was not anticipated the Lower Rum River would have many Capital Improvements. He thought there would be some improvement in the future and all the capital improvement references should be put all in one area within the JPA rather than throughout the document. Under the general purpose, the recreational activities references will mean the Lower Rum will need to help maintain the dam.

Councilmember Trude stated under definitions it is not consistent because in some instances it shows board and board members and in other places it is shown as commission and commissioners. She thought this was very confusing. Councilmember Bukkila agreed and thought it was not a smooth flowing document. Mr. Berkowitz indicated the members are considered board members.

Councilmember Howard stated he did not have a problem with helping maintain the dam but asked if there was a place where it states what percentage each City is responsible for because he did not want to have to maintain one-third of the dam if they do not need to. Councilmember Bukkila stated the JPA is not specific, they made determinations and then the member cities are held responsible, but yet there is too much reference in the JPA about the members making or not making some of the decisions. She did not think the flow was there.

Councilmember Trude stated sometimes it goes back to the joint powers members but most of the time it is the board. Mr. Dickinson stated if it went back down to the operating percentages in the JPA, Anoka gets the huge benefit because they have the smallest area and smallest tax

capacity area.

Mayor Gamache stated Item 6 of the JPA should be the place where they address the commissions and the boards and what their duties are.

Councilmember Knight stated there is no formula for dividing capital improvements up. Mr. Dickinson stated the financing needs to be more specialized, and should be itemized. Councilmember Bukkila thought they needed to define what a capital improvement is.

Mayor Gamache thought this was all coming up because of the Anoka dam, nothing exists without the dam. Mr. Dickinson stated this organization has been in existence since 1985 and they are asking the Council to amend and restate this joint powers agreement.

Mr. Berkowitz stated each City is supposed to take care of their own issues and Ramsey is not taking care of some of these, so to get it resolved each city had to contribute some money to get a few issues resolved.

Mr. Berkowitz stated the City is a member of the board and currently represented by Todd Haas. The Council selects who will be on the board. He wondered if the members should make the decision for Capital Improvements rather than the Lower Rum board. Mr. Dickinson stated they may need a flow chart in the agreement showing what is supposed to happen with specific improvements.

Staff discussed with the Council their responsibility to maintenance in regard to the culverts and storm ditches.

Mr. Dickinson stated he did not think they wanted to change the operations financing section.

Councilmember Trude stated on page ten, near the bottom, the redlined wording was removed and she thought this may be helpful so she did not know if this should be removed. Mr. Dickinson explained the reasoning for the change. He thought the Council may want further information from the Lower Rum Attorney as to why the changes were being made.

Mayor Gamache stated in section 6, there is subsection 8 that talks about “it may, if necessary to implement the plan, order any member or members to construct, clean, repair, alter, abandon, consolidate, reclaim or change the course or terminus of any ditch, drain, storm sewer, or water course natural or artificial, within the Lower Rum River Watershed.” And in subdivision 9 it states “It may order any member or members to acquire, operate, construct or maintain dams, dikes, reservoirs and appurtenant works or other improvements necessary to implement the overall plan”. He thought this was ambiguous. It orders the members but if a member decided not to participate in fixing the dam, Anoka could take the dam down because they own the dam. Mr. Dickinson stated that is correct.

Mr. Dickinson stated he would summarize this in the memo for Mr. Haas to bring back to the

board as the City's review.

UPDATE ON COMMUNITY SURVEY

Mr. Dickinson explained the Andover City Council 2013-2014 Goal is to "Pursue a community survey to determine resident support for current city services and programs." At the October City Council workshop, Council direction was to start this process and subsequent Council review/discussion of survey questions took place at the November and January workshop meetings.

Mr. Dickinson stated the survey has begun and people are being called. He stated they should be done with the survey by mid to late March.

Councilmember Trude wondered if there is a way to inform the residents that there is a survey going on and they may get a call. She thought it was too late to put it in the newsletter, but could be included in the Council update and on the website.

DISCUSS 2015 BUDGET DEVELOPMENT GUIDELINES

Mr. Dickinson explained City Administration is starting to focus on the 2015 Annual Operating Budget Development process and is looking to the City Council to establish the Council's guidelines for the preparation of the 2015 Annual Operating Budget.

Mr. Dickinson reviewed the staff report with the Council. Mr. Dickinson indicated the 2015 Budget Development Guidelines would be brought to a regular City Council meeting for approval.

2013 PRE-AUDIT GENERAL FUND BUDGET PROGRESS REPORT

Mr. Dickinson explained the City of Andover 2013 General Fund Budget contains total revenues of \$9,356,581 and total expenditures of \$9,640,429 (includes \$20,500 of 2012 budget carry forwards), a decrease in fund balance is planned. Monthly reporting of the City Budget progress to the Governing body is a recommended financial practice and often viewed positively by rating agencies.

Mr. Dickinson reviewed the progress report with the Council. He noted the reason for most of the increase in revenues was because of delinquent tax collections and permits were way up. The Walmart store building permit helped also. He stated they are ahead \$524,000 more than they estimated.

JANUARY 2014 CITY INVESTMENTS REPORT

Mr. Dickinson explained summary reporting of the City Investment portfolio to the Governing body is a recommended financial practice and often viewed positively by rating agencies. A

brief review of the investment summary was done.

OTHER BUSINESS

Boardwalk Grant

Mr. Dickinson explained there is an opportunity to apply for a grant for a boardwalk and they thought they could apply for one in the Martin's Meadows open space and it was presented to the Open Space Commission. They did not want a boardwalk there because they thought the path should be kept natural and left alone. The Council agreed with the Open Space Commission.

Mayor Gamache asked if the grant could be used anywhere in the City or does it need to be in open space. Mr. Dickinson stated at this point it is unless there are other ideas.

Councilmember Howard wondered if it could be used on Crosstown Boulevard in the wetland for the youth to access the trails to the school. Councilmember Trude thought the boardwalk could be replaced in Kelsey Round Lake Park.

Mayor Gamache wondered if the grant could be used for repairs or would it need to be something new. Mr. Dickinson thought it would be new. Councilmember Bukkila thought they should think about user capacity when determining locations.

Mr. Dickinson reviewed the possible areas the Council could look at would be along Crosstown Boulevard, in Kelsey Round Lake Park and maybe west side of the WDE landfill connecting the Parkside area to Crosstown Boulevard. Councilmember Howard wondered if a boardwalk could be put in the landfill area by the High School.

Mr. Dickinson stated he would see what areas would qualify and bring it back to the Council at a future date.

QCTV Reorganization

Councilmember Trude stated Terry Lovis is retiring from QCTV at the end of March so Karen George wanted to know what the member cities wanted to do with council updates. She stated Ramsey is now recapping their newsletter on TV. She stated the QCTV reorganization is making staff stressed out and there will be a shift of personnel over time. She noted Andover will do whatever QCTV wants to make the transition easier. She thought they would want to have a staff member ask the Council questions because it makes it easier, maybe only once a month.

The Council felt this would work out.

ADJOURNMENT

Motion by Bukkila, Seconded by Howard, to adjourn. Motion carried unanimously. The meeting adjourned at 7:47 p.m.

Respectfully submitted,
Sue Osbeck, Recording Secretary